

BUPERSINST 1150.1  
CNRC 11  
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BUPERS INSTRUCTION 1150.1

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel attached)

Subj: POLICIES AND ADMINISTRATIVE PROCEDURES FOR THE HOMETOWN  
AREA RECRUITING PROGRAM (HARP), OFFICER HOMETOWN AREA  
RECRUITING PROGRAM (OHARP) AND SENIOR MINORITY ASSISTANCE  
TO RECRUITING PROGRAM (SEMINAR)

Ref: (a) ENLTRANSMAN, Article 11.03

Encl: (1) Hometown Area Recruiting Program (HARP)  
(2) Officer Hometown Area Recruiting Program (OHARP)  
(3) Senior Minority Assistance To Recruiting Program  
(SEMINAR)

1. Purpose. To issue policy and administrative procedures for  
the HARP, OHARP and SEMINAR programs.

2. Background. HARP and OHARP return outstanding Navy personnel  
to their home areas to temporarily assist local recruiters in  
locating and enlisting quality recruits. SEMINAR provides  
assistance to the Navy's image in these communities.

3. Action. Addressees will adhere to the policies and  
administrative procedures contained in enclosures (1) through (3).

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Acting Chief of Naval Personnel

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**HOMETOWN AREA RECRUITING PROGRAM (HARP)**

1. HARP returns enlisted personnel to their hometowns for a 12-day calendar period (beginning on Monday and ending on Friday the following week) to assist local recruiters by relating their Navy experiences to their peers. Participants should be prepared to visit high schools, prior places of employment, and community locations where peers gather, to discuss Navy opportunities while wearing the uniform of the day. Members who participate in the program may do so either on permissive, no-cost temporary additional duty (TAD) orders, or while on leave in conjunction with permanent change of station (PCS) orders.

2. HARP Criteria

a. Personnel must be screened by their commanding officer to determine their suitability for participation in the program using the guidelines provided in reference (a) regarding drugs, alcohol, family advocacy, appearance/demeanor, and tattoos. HARP participants must exemplify the highest standards of military appearance, conduct, and courtesy.

b. There are no age, paygrade, or rating restrictions. However, junior enlisted personnel are especially encouraged to participate.

c. HARP volunteers must be high school graduates from the town where they desire to participate in HARP. GED recipients may be considered on a case-by-case basis.

d. HARP participants are required to provide their own transportation to and from the assigned Navy Recruiting Station and must check in and out in person with the Recruiter-in-Charge.

e. Volunteers must not be in a limited duty (LIMDU) status due to illness, or have any physical incapacities that could limit their participation in the program. Personnel medically authorized to wear beards must be approved by the commanding officer of the Navy Recruiting District (NRD) having administrative control. Pregnant volunteers may participate in the HARP program if their commanding officer, in consultation with health care providers, determines they are physically capable of performing HARP.

f. Requests for HARP participation as a substitute for

Enclosure (1)

BUPERSINST 1150.1

humanitarian assignment will not be accepted.

### 3. Procedures for Submitting HARP Requests

a. After receiving command approval, command career counselors should submit HARP requests in writing to Commander, Navy Recruiting Command (COMNAVCRUITCOM Code 1121) at least 1 month prior to the desired date for no-cost TAD orders or 6 to 9 months prior to the desired date (before PCS orders are finalized) for participation on leave in conjunction with PCS orders.

b. Requests may be submitted by facsimile to DSN 426-2787 or commercial (703) 696-2787. Deployed units may submit participation requests by message or letter.

c. Requests must include the following information:

- (1) Rate, name, SSN.
- (2) Date HARP screening conducted.
- (3) Is member nuclear power qualified? YES/NO.
- (4) Will HARP be performed on TAD or while on leave in conjunction with PCS orders? If the latter, give projected rotation date (PRD).
- (5) Hometown, state, zip code.
- (6) Name of high school from which graduated.
- (7) Desired participation dates.
- (8) Address and phone number where volunteer can be reached while participating on HARP.
- (9) Present command and Unit Identification Code (UIC).
- (10) Name and phone number of command career counselor or other point of contact (include fax number and E-mail address, if available).

4. HARP in Conjunction with PCS Orders. Volunteers participating on HARP duty while on leave in conjunction with PCS orders do so with the understanding that they will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses connected with this duty. Participants must obtain a NAVPERS 1070/613 from the Recruiter-in-Charge of the Navy Recruiting Station where assigned, signed by the commanding officer of the NRD, documenting the member's participation in the HARP program. Upon reporting to the next

duty station, such documentation will constitute the authority for the servicing Personnel Support Detachment to credit the volunteer with up to 12 days of non-chargeable leave.

5. Confirmation of HARP Requests. COMNAVCRUITCOM will confirm all HARP requests as soon as possible. If confirmation has not been received within 3 weeks after submission of the HARP request, command career counselors should contact COMNAVCRUITCOM (Code 1121) at DSN 426-5197 or commercial (703) 696-5197. COMNAVCRUITCOM will provide the NRD, address, phone number, and approved dates of participation. The parent command will issue TAD orders accordingly.

6. Cancellations and Modifications. Notify COMNAVCRUITCOM (Code 1121) of any cancellations or date modifications as far in advance of the assignment as possible.

**OFFICER HOMETOWN AREA RECRUITING PROGRAM (OHARP)**

1. OHARP was developed to temporarily return Navy officers to their hometown areas for 30 to 90 days to assist officer recruiters in locating individuals for Navy officer programs. Participants should be prepared to accompany the NRD's officer recruiters on visits to colleges and universities, centers of influence, and community events. They will wear the uniform of the day and will be expected to discuss Navy opportunities and career paths.

2. OHARP Criteria

a. Ideally, the participant should be a current or former resident of, or have attended college in, the area served by the NRD in which OHARP participation is desired.

b. There are no age or rank restrictions.

c. The period of OHARP is determined by COMNAVCRUITCOM (Code 112) and is subject to approval by the officer's detailee.

3. No-Cost TAD or Temporary Duty (TEM DU). Officers volunteering to participate in OHARP do so on permissive, no-cost TAD orders or on no-cost TEMDU orders in conjunction with PCS orders. OHARP volunteers accept the TAD or TEMDU assignment with the understanding that they will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses connected with this duty. If the volunteer elects not to bear this expense, participation in the program must be canceled by notifying COMNAVCRUITCOM (Code 112) prior to the scheduled reporting date.

4. Procedures for Submitting OHARP Requests. Volunteers should submit OHARP requests in writing to Commander, Navy Recruiting Command (COMNAVCRUITCOM Code 112) at least 1 month prior to the desired date for no-cost TAD orders or 6 to 9 months prior to the desired date (before PCS orders are finalized) for no-cost TEMDU orders.

a. Officer Candidate School (OCS) accessions may participate in OHARP on a TEMDU basis only. Individuals will normally participate upon completion of their OCS training period.

(1) Requests for OHARP TEMDU will be submitted by memorandum via the initial assignment counselors at OCS (Code 04D) not later than the 4th week of training.

(2) Late requests will be considered on a case-by-case basis if submitted by the 5th week of training. Requests received after the 5th week of training will not be considered.

b. Aviation officers who are students in flight training squadrons and all other officers may participate in OHARP on a TAD or TEMDU basis.

c. Requests may be submitted by fax to DSN 426-2787 or commercial (703) 696-2787. Deployed units may submit participation requests by message or letter.

d. Requests must include the following information:

(1) Rank, name, SSN, designator.

(2) Is request for no-cost TAD or no-cost TEMDU? If no-cost TEMDU, give PRD.

(3) Hometown, state, zip code.

(4) College attended.

(5) Desired participation dates.

(6) PRD.

(7) Name of detailer (for TEMDU requests).

(8) NRD requested.

(9) Present command and UIC.

(10) Name and phone number of point of contact (include fax number and E-mail address if available).

(11) Commanding officer's endorsement.

5. Confirmation of OHARP Requests. OCS requests will be confirmed upon receipt of PCS orders. TEMDU requests will be confirmed after the detailer has approved/disapproved the TEMDU. TAD requests will be confirmed by COMNAVCRUITCOM as soon as possible. If confirmation of TAD requests has not been received within 3 weeks after submission of the OHARP request, contact COMNAVCRUITCOM (Code 112) at DSN 426-4880 or commercial (703) 696-4880.

6. Cancellations and Modifications. Notify COMNAVCRUITCOM (Code 112) of any cancellations or date modifications as far in advance of the OHARP assignment as possible.



**SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM (SEMINAR)**

1. The SEMINAR program was established to provide assistance to the Navy in its effort to recruit more Black, Hispanic, and Asian/Pacific Islander applicants and to enhance the Navy's image in these communities. SEMINAR temporarily returns highly qualified Black, Hispanic and Asian/Pacific Islander officers and senior enlisted personnel to their home communities for a 20-calendar-day period to meet with local influential community members and to discuss the vast educational, career, and advancement opportunities the Navy offers.

2. SEMINAR Criteria

a. SEMINAR participants must be volunteers in paygrades E-6 through O-6.

b. Although the program is specifically targeted to Black, Hispanic and Asian/Pacific Islander communities, participation is open to other minorities.

c. There are no age or rating restrictions.

3. SEMINAR Orders. SEMINAR is performed in conjunction with permanent change of station (PCS) orders and, in most cases, the participant is entitled to per diem and travel allowances. SEMINAR volunteers are administratively assigned for check-in/check-out procedures to the NRD having administrative control for the particular hometown area. TAD assignments in the SEMINAR program are not permitted.

4. Procedures for Submitting SEMINAR Requests

a. Individuals should submit SEMINAR requests in writing to Commander, Navy Recruiting Command (COMNAVCRUITCOM Code 112) 6 to 9 months prior to the desired date (before PCS orders are finalized).

b. Requests must include the following information:

(1) Rank, name, SSN, designator (if applicable).

(2) Race, ethnic group.

Enclosure (3)

BUPERSINST 1150.1

(3) Hometown, state, zip code.

(4) Desired participation dates.

(5) PRD.

(6) Name of detailer.

(7) NRD requested.

(8) Present command and UIC.

(9) Name and phone number of point of contact (include fax number and E-mail address if available).

(10) Commanding officer's endorsement.

5. Confirmation of SEMINAR Requests. COMNAVCRUITCOM will confirm SEMINAR requests as soon as possible after the detailer has approved/disapproved funding. SEMINAR request status may be obtained by calling COMNAVCRUITCOM (Code 112) at DSN 426-4880 or commercial (703) 696-4880.

6. Cancellations and Modifications. Notify COMNAVCRUITCOM (Code 112) of any cancellations or date modifications as far in advance of the SEMINAR assignment as possible to facilitate coordination with detailers.